BP/ICT-18/EQU/2024/ 8th August 2024

To

Head

Finance Division

**Subject: Allocation of new heavy-duty printer**

Madam,

As per your requirement we are issuing you a new heavy duty printer bearing codification number 2024/EQP/0019 to be used in your office.

Please acknowledge the receipt of the same to the undersigned and Procurement unit for necessary record.

Thanking You

(Jamyang Phuntsho)

Head, PSD

Copy to:

1. Procurement officer for update